SAFEGUARDING GUIDANCE

OUR APPROACH TO MEMBER WELFARE

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1. Introduction—What is Safeguarding?

Safeguarding looks at all types of harm and their prevention. It is about having a culture of vigilance and operating in an environment where all staff and members know their responsibilities and act accordingly.

From a member's perspective, it is about ensuring that they are aware of what they can expect from us and each other and what to do should they have any concerns.

The purpose of this handbook is to give you a guide to what Safeguarding is all about and what it means to you as our members.
If you have any further questions, then please contact any of the Safeguarding Team as detailed on the back page of this booklet.

Safeguarding principles are:-

- Empowerment- person-led decisions and assumed consent
- Protection– support and representation
- Prevention– action before harm occurs
- Proportionality - proportionate and least intrusive
- Partnership – local solutions
- Accountability– accountability and transparency

There are two main aspects to Safeguarding:

1. Arrangements to minimize risks
2. Arrangements to take all appropriate actions to address concerns—actively promoting the concept of the 'safe member'

2. Legislation Drivers

SEND4 abides by all acts under the law, some of the legislation can be used to protect and respond to safeguarding are:-

- Working Together to Safeguard Children 2019 (inc updates)
- Keeping Children Safe in Education September 2025
- Mental Health Act 1983
- Care Act 2014
- Care Standards Act 2000
- Children Missing Education September 2016

- Human Rights Act 1998
- Health and Social Care Act 2008
- Protection from Harassment Act 1998
- Sexual Offences Act 2003
- Health and Social Care Act 2003
- Domestic Violence and Victims Act 2004
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Children's Act 1989
- Online Safety Act 2023
- Equality Act 2010
- Children and Family Act 2014
- Data Protection Act 2018 (inc GDPR)
- Modern Slavery Act 2015
- Female Genital Mutilation (FGM) 2003

3. What are we Safeguarding from?

Crime	Bullying (including cyber - bullying) in the workplace
Accidents in the workplace	Sexual abuse, violence, harassment or inappropriate relationships
Physical and emotional abuse	Neglect
Victimisation due to race, sexuality , faith, gender or disability	Exploitation including financial abuse, sexual exploitation, forced marriage
Unsafe activities and environments	Upskirting
FGM	Modern Slavery
Radicalization and extremism	Online abuse

Other Types of Maltreatment

- domestic violence
- modern slavery
- self-neglect
- radicalisation
- cyber bullying
- sexual exploitation
- forced marriage
- upskirting
- female genital mutilation
- physical
- sexual
- psychological
- emotional
- financial
- neglect
- acts of omission
- organisational

- discriminatory

The above is not an exhaustive list, please refer to the latest edition of Keeping Children safety in Education and the Care Act for more areas of concern.

4. SEND4 Commitment and Approach

We recognise that Safeguarding is not just about responding to specific allegations or incidents of abuse, and that we also have a duty to ensure the suitability of people who work with members who could potentially be vulnerable individuals. We aim to support a proactive culture of vigilance where we signpost and act accordingly.

To this end, we are committed to safe recruitment practices, which is why all staff in contact with members have enhanced Criminal Records Bureau checks (DBS) and recruitment is based upon the NSPCC's Safer Recruitment guidance.

To prepare staff to meet the requirements placed on them, regular training and updates are provided as and when required.

The Designated Safeguarding Leads (DSL/DDSL) are available to offer information and advice to help you to support members with welfare support needs. Such support is available either via telephone or email.

In addition, the DSL/DDSL are able to offer direct or signposting information advice to members. Please encourage your members to access this service by giving out information at inductions and during courses.

Initial concerns should be reported using the safeguarding form on the database which will automatically notify all the DSL/DDSL. Urgent issues should be referred directly to any of the DSL/DDSL.

5. Re-enforcement of Safeguarding with Members

A safe learning environment is important because:

When members feel secure, they can concentrate on learning.
Members can rely on those in positions of trust. Staff are protected from misplaced allegations. Everyone in the organisation is clear about roles, responsibilities and boundaries and a safe environment demonstrates that welfare is important, building on our good reputation.

We all then have a duty to act

Members may either speak to you or any other members of staff in the building; they can also talk to the safeguarding team.

Members have a responsibility to those around them—if they have concerns about another member, they should pass this on.
Member on member abuse does happen—be vigilant to bullying.

Member Inductions

These provide the opportunity for Safeguarding to be
discussed with the member whilst at their centres or with employers and within the context of their work experience, to highlight their responsibilities as well as those of the employers and SEND4.

Please ensure that the member is given the contact numbers for Designated Safeguarding Leads and shown where this information can be found.

All members will receive information about Safeguarding during the induction session at the beginning of their training.

Members can expect that they will be treated confidentially,
sensitively and with dignity should a Safeguarding incident/concern be reported. SEND4 requires its staff to treat such matters confidentially.

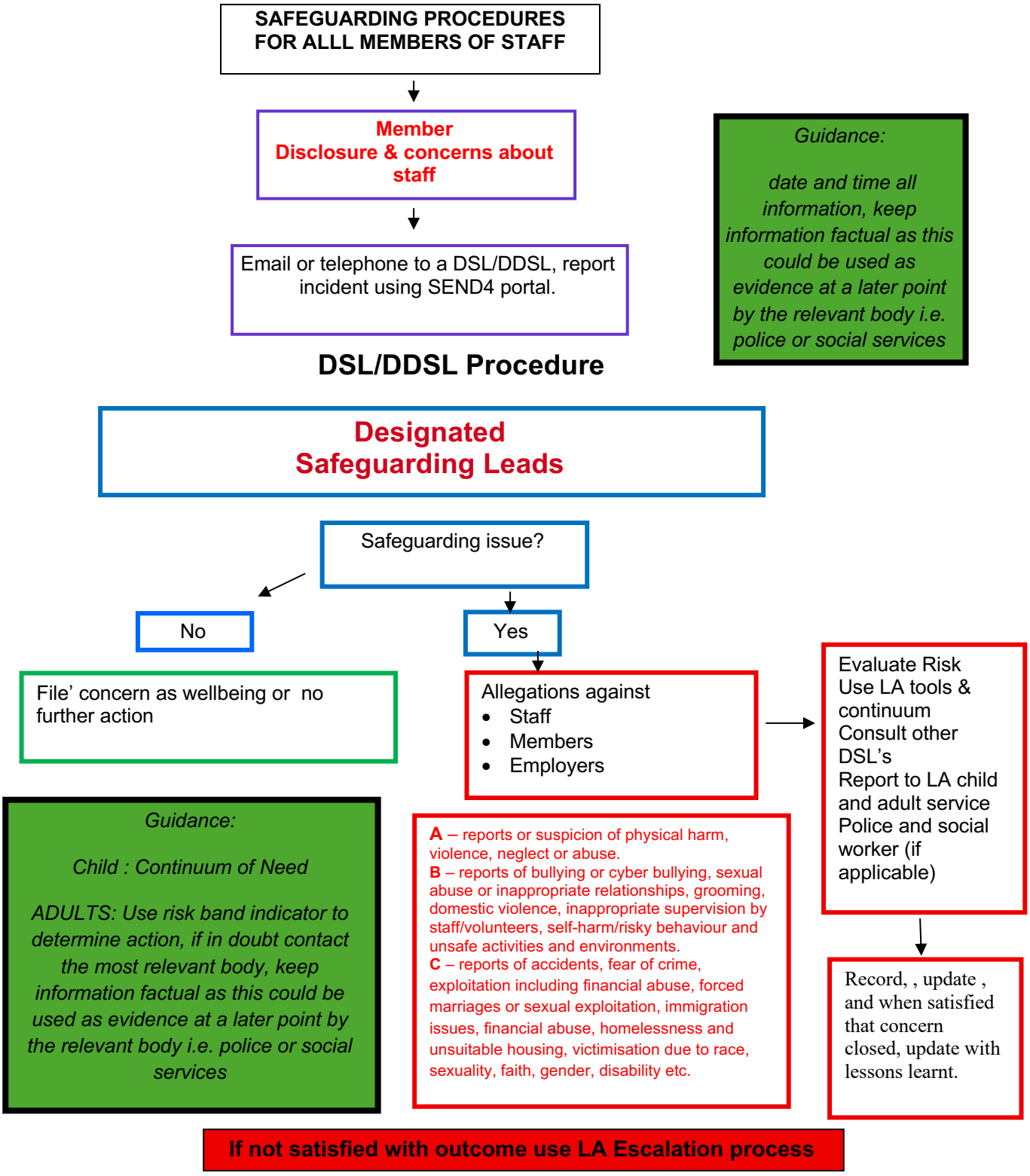
Reacting to Abuse

SEND4 recognises the need to deal sensitively and confidentially with any suspected Safeguarding issues, and information concerning possible abuse should be disclosed on a 'need to know' basis only.
SEND4 has adopted the ***5 Rs -***
R*ecognition,*
R*esponse,*
R*eporting,*
R*ecording*
R*eferral.*

Concerns, incidents or disclosures should follow these principles and in the first instance be reported to the DSL's verbally, followed up with reporting the disclosure via SEND4 procedure. The DSL will decide whether it is appropriate to involve other agencies. The reporting process has significant controls to ensure confidentiality.

If a member confides in you, do not make promises regarding confidentiality. Explain to the young person at the outset that you will need to report the disclosure and share the information with the person responsible for Safeguarding at the Centre.

6. Reporting Procedures—flowchart



7. How to keep yourself safe

Staff should not spend excessive amounts of time alone with members away from others, unless agreed with Line Manager and Lone Worker Policy is followed.

- Staff are advised not to make unnecessary physical contact with members.
- It is not good practice to take members alone in a car (e.g. dropping them home after the training) however short the journey, unless agreed with Line Manager and Lone Worker Policy is followed.
- Staff should not meet members outside of the work environment, unless agreed with Line Manager and Lone Worker Policy is followed.
- Staff should not start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should record the facts and report them to the designated Safeguarding Lead.
- Staff should not befriend members on social media sites.
- Staff should be aware of E-Safety when using their own, SEND4 and public computers. Follow guidance in the relevant policies.
- Staff should never (even in fun):
    - initiate or engage in sexually provocative conversations or activity
    - allow the use of inappropriate language to go unchallenged
    - do things of a personal nature for members that they can do themselves
    - allow any allegations made by a member to go without being reported and addressed
    - trivialise or exaggerate individual abuse issues make promises to keep any disclosure confidential from relevant authorities.

8. Allegations against staff members

Any allegation of abuse made against a member of staff will be reported as a matter of urgency to the Managing Director. She will, in conjunction with the Designated Safeguarding Lead, decide on the immediate course of action. Should the allegation be made against the Managing Director, it should be referred to Financial Director.

An immediate risk assessment will be carried to assess the level of risk posed by the alleged perpetrator to SEND4's members. This will include whether it is safe for them to continue in their role or any other role during the investigation. The consideration of risk will be considered alongside employee rights. The safety of individuals will be paramount.

Where there is an allegation of abuse against a staff member, this will be dealt with in accordance with the Managing Allegation Policy and Procedure (POL16) as possible gross misconduct.

The allegation may also be reported to the Local Authority Designated Officer (LADO) and/or the police.

9. Prevent

The aim of the Prevent Policy (POL3) is to create and maintain a safe, healthy and supportive learning and working environment for our members, staff and visitors alike. We recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for all. We further recognise that if we fail to challenge extremist views, we are failing to protect each other from potential harm. As such the Prevent Agenda, will be addressed as a safeguarding concern.

SEND4 has adopted the Prevent Duty in accordance with legislative requirements.

Policy Summary
Our commitment to meeting the Prevent Duty can be summarised as follows:

- **P** Promotion of Equality and Diversity and positive relationships between staff and students
- **R** Referral of any concerns via Safeguarding staff to relevant authorities
- **E** Embedding British values and education for students on all courses
- **V** Vetting guest speakers and removal of any posters or other materials of an extremist nature
- **E** Environment – a safe and secure site and online filters
- **N** News monitoring for any concerns in the locality
- **T** Training of staff to raise awareness of the signs and risk

IMPORTANT INFORMATION

Safeguarding Team

Penny Bailey DSL
penny@send4.co.uk
07894048839

Lucia Sanchis DDSL
Lucia@send4.co.uk
07954561674

Bev Gowman DDSL
Bev.gowman@send4.co.uk
07427274253

Tracy Perren DDSL
Tracy.perren@send4.co.uk
07743931293

Safeguarding Hubs

Children—use link below for the most up to date referral procedures for BCP and Dorset

Learn How To Report A Safeguarding Concern - BCP Safeguarding Children Partnership and the Dorset Safeguarding Children Partnership

Adults – use link below for the most up to date referral procedures for BCP and Dorset

Welcome to the new DBCP SAB website! - Dorset Bournemouth Christchurch and Poole SABs

Dorset Safeguarding Adults Board
Email: DSAB@dorsetcouncil.gov.uk
Tel 01305221016
Safeguarding adults - report a concern - Dorset Council

BCP safeguarding Adults Board
Email:bcpsafeguardingadultsboard@bcpcouncil.gov.uk
Tel: 01202 123654

Dorset & BCP SAB Adult Safeguarding Animation - YouTube

All documents referred to in this booklet together with the supporting information is available from the Safeguarding Team